

Lake County Office of Procurement Services
RFP 23-921 – Detention Center Fire Alarm Replacement
Pre-Bid Meeting Minutes

June 14, 2023

Location:

Lake County Detention Center

551 W. Main Street

Tavares, Florida 32778

Begin Time: 3:05PM

End Time: 4:05PM

June 15, 2023

Location:

Lake County Detention Center

551 W. Main Street

Tavares, Florida 32778

Begin Time: 10:05AM

End Time: 11:25AM

Owners Representatives:

Christina Shelton, Office of Facilities Management

Scott Auker, Office of Facilities Management

Rochelle Buchanan, Office of Facilities Management (June 14th only)

Bill Ponko, Office of Procurement Services

Hanson Professional Services, Inc.: Michael La Mott (June 14th only)

Navin Jiawan (June 14th only)

Xin Tong (June 14th only)

Firms in Attendance:

June 14, 2023

Archis Technologies, Inc.

GW Systems, Inc.

June 15, 2023

Dyna Fire

Redwire, LLC

Ruby Builders, Inc.

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only those in attendance for the **June 14th or June 15th** pre-bid meetings would constitute as an eligible bidder.

- Stated that the pre-bid minutes and the attendee listing would be issued to all attendees of the meeting and posted online.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Noted the Solicitation Due: **Tuesday, July 11, 2023 - 3:00 PM (EST)**
- Stated that All bids received prior to due date/time, will be publicly opened at that time.
- Stated that the official bid clock shall be through in the Submission Portal used by the County's Procurement Services Office and no other time keeping will be used.
- Stated that **Tuesday June 27, 2023**, would be the last day for questions to be submitted. Addenda will be issued as quickly as possible after final questions deadline.
- Stated that submitters shall furnish any and all questions in writing (preferably emailed) to the Office of Procurement Services so that responses in the form of an Addendum can be issued.
- Stated that while it is the intention to keep the upcoming number of addenda to a minimum, more than one (1) addenda item may be released after the deadline for questions.
- Stated that the County will only accept questions regarding the RFP documents from primary contractors. Any subcontractors should forward questions through primary contractors.
- Identified the project and RFP exhibits.
 - Exhibit A – Scope of Work
 - Exhibit B – Insurance Requirements
 - Exhibit C – General Terms and Conditions for Lake County Florida
 - Exhibit D – Additional Terms and Conditions
 - Exhibit E – Performance / Payment Bond
 - Exhibit F – Contractor's Final payment Affidavit
 - Exhibit G – Project Specifications
 - Exhibit H – Project Drawings
 - Noted the Project Specification and Drawings are available to vendors but only after signing Attachment 4. These drawings are to never be published.
- Noted that only the properly executed RFP forms will be considered as a valid submittal.
- Note requirements of the RFP forms.
 - Completed Attachment 1 – Solicitation Submittal Form.
 - Completed Attachment 2 – Pricing Sheet
 - Completed Attachment 3 – Reference Form.
 - Completed Attachment 4 – Viewing Confidential Documents
 - All completed Addenda issued after the release of this solicitation must be signed and returned with the firm's submittal. Failure to return signed addenda may be cause for submittal to be considered non-responsive.
 - Include a completed W-9 form.

- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements.
 - DBPR license printout or Any Contractor required licenses.
 - SunBiz certificate – Please have all bids sign off by an officer of the company.
 - Stated that this solicitation is an RFP to be awarded in accordance with the scoring located in section 5.0 (page 3) of the solicitation documents.
 - All bids submitted in response to this RFP, conference attendance travel and site visits must be at the sole expense of the firm, whether any agreement is signed as a result of this RFP.
 - A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
- ❖ Lake County Facilities Management
- Reviewed Attachment A – Scope of Work
 - Provided all attendees with a walk-through of the camera placement within the facility.
 - Noted that a ramset gun maybe only be used in coordination with Lake County Facilities.
 - The hours of work are 8am – 5pm (EST)
- ❖ Meeting Adjourn